

CITY OF SEATTLE STREET VACATIONS CHECKLIST FOR PETITIONERS

Step 1. Pre-petition Determination

Street vacation staff will meet with you to and discuss whether a vacation is feasible, and to explain the petition process and street vacation policies at the pre-petition determination meeting.

Step 2. Petition Request

Following the pre-petition meeting, you must request a petition in writing. Your written petition request must include the following:

- ☐ A map of the area and legal description of the right-of-way you wish to vacate, or specific information so that we may draft a legal description. The map must have dimensions of the proposed vacated area and the right-of-way you wish to vacate must be highlighted.
- ☐ Name, address and phone number of petitioner.
- ☐ Name, address and phone number of contact person, if applicable.
- ☐ Names and addresses of other property owners adjacent to the proposed vacated right-of-way.

Step 3. Petition Submittal

Petitions submitted without the required supporting documentation will be returned. Please return this checklist and 1 original and 1 copy of the following items:

- ☐ Narrative description of the reason(s) for the vacation and specific project information. Include what you intend to do with the right-of-way and specifically why you need the vacation.
- ☐ Description of the public benefit provided by your project.
- ☐ Include background information about your business, its history, how long at your present location, number of employees, etc. Does the vacation contribute to an expansion or change in your business? Please include the date opened, number of clients currently served, and the number you expect to serve after expansion.
- ☐ Factual description of your project, include dimensions above and below grade, number of stories above and below grade, and total square footage of the structure, square footage of each use (i.e. retail, office, classroom, gym), number of parking spaces.
- ☐ Development schedule.
- ☐ Fully dimensioned site plans, if available. Dimension all property lines, and include square footage of the proposed vacation area.

- ☐ Site maps showing current ownership of all property abutting the proposed right of way. Include vicinity and zoning maps.
- ☐ Project sketches or conceptual drawings, including dimensions of your project.
- ☐ Color photographs of the site, at least four views looking both at the site and away clearly labeled with direction of photos, i.e., looking west at proposed vacation area, etc.
- ☐ If your project site is within 2,000 linear feet of a proposed Sound Transit Light Rail Station, please provide information about how your project is coordinating with Sound Transit.
- ☐ Provide information about other land use actions, such as a rezone, Major Institution Master Plan, or conditional use, if applicable.
- ☐ Provide a copy of the Draft and Final Environmental Impact Statement with vacation/no vacation alternatives, or an environmental checklist, if applicable.
- ☐ Your project may require additional review from the Landmarks Preservation Board or Design Review Board or other special review. Staff will need final recommendations resulting from any such review when it becomes available.
- ☐ Is your project within the boundaries of an adopted neighborhood plan? If so, demonstrate how your project complies with the plan.
- ☐ Check for \$450.00 filing fee payable to City of Seattle Department of Finance.
- ☐ Signed and completed petition with signatures representing ownership of 2/3 of the property abutting the right-of-way proposed to be vacated. Specifically, the petition must contain the signatures of the property owners on both sides of the affected street (alley), even though only a portion (or side thereof) is sought for vacation.
- ☐ Corporately owned property must be signed by two authorized officers and their signatures must be notarized. The submittal must include documentation (such as articles of incorporation) and names and titles of officers who are authorized to bind the corporation.
- ☐ A copy of the plat map is required. Plat maps may be obtained from Seattle Public Utility, Engineering Services Records Vault, Key Tower, 700 Fifth Avenue, Suite 4798, 206-684-5132.

PROJECT INFORMATION SHEET

The Project Information Sheet is designed to elicit information for commercial, industrial, or mixed-use project where scale and massing may be relevant to the review of the proposed street vacation. Your project may not fit this category, and you will not be expected to answer questions marked with an * asterisk. Community contact applies to all projects, despite of the size/scale of the project.

Name of project _____ Project address _____

Proposed use _____ Area of proposed vacation _____

Area of project site _____ Zoning _____

Proposed height (linear feet) _____ Number of stories above ground _____

Number of stories below grade _____ Sq. feet of floor plate _____

Will the street/alley vacation contribute to the building footprint? YES ☐ NO ☐

If so, how much of the vacation area will contribute to the building footprint (in square feet) _____

What is your floor area without the vacation? _____

What is your floor area with the vacation? _____

The Council has stated that "Proposed vacation may be approved only when they provide a long-term public benefit. Vacations will not be approved to achieve short-term public benefits or for the sole benefit of individuals. Mitigation of the adverse effects of a vacation does not in itself constitute a public benefit." You must identify the public benefits elements of your project.

Have you contacted any community or neighborhood group for input? If so, please list:

<u>Neighborhood council/group</u>	<u>Contact name</u>	<u>Mailing address</u>	<u>Zip Code:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This information is critical to a timely review; you must provide all the items on the checklist and return the checklist and all supporting documents with the signed petition and \$450 filing fee. If your petition submittal is not complete, we will return your petition and check. You may then resubmit your petition when the submittal package is complete.

Contact Information

We are available to answer specific questions, to provide detailed information, or to assist you with your petition. Please call Beverly Barnett at 684-7564, Marilyn Senour at 684-7553 or Moira Gray at 684-8272. Our office is located at 600 4th Avenue, Room 410, Seattle Municipal Building, Seattle, Washington 98104-1879.